**DAMAGED BOOK NOTICE TO PARENTS**

Date:

Dear Parent,

Your child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, has returned a book that was damaged. It is beyond repair and needs to be paid for in order to purchase a replacement.

Lost/damaged book Title is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lost/damaged book Cost is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for taking care of this matter as soon as possible,

*\*\*(modify language if library material is lost instead of damaged)*